

Job Description  
*Missouri State Highway Patrol*

Class Title: Clerk IV (Accident Reconstruction) Traffic Division

Title Code: V00008

Effective Date: 07/01/06

Date Reviewed:

Date Revised:

**Immediate Supervisor:** Traffic Safety Analyst I/II/III - Patrol Accident Records Section

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is responsible technical work where the employee reviews motor vehicle accident reconstruction reports or regular accident reports, photographs, and other media submitted by Patrol members for accuracy and completeness, as well as processing requests for such data. The employee is also responsible for encoding information from received motor vehicle accident reports into the Statewide Traffic Accident Records system (STARS). Work is subject to general review by the employee's immediate supervisor for conformance with policies and procedures by.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Processes motor vehicle accident reconstruction reports, regular accident reports, attached photos, etc., that are received in to the Traffic Division by Patrol members; reviews reports for accuracy; ensures photos and additional attachments are present; assigns file number to each report and accompanying attachments; contacts Patrol member and forwards any incomplete or inaccurate report back to investigating officer for correction.

Processes requests and/or inquiries for accident reconstruction reports, as well as regular accident reports, photographs and/or other media associated with such reports; provides information to requested party reference fee information and request procedures; enters requests into the Accident Request Tracking System (TR30); disseminates information to requested party; submits monies received for the record to the division secretary for deposit. .

Encodes information from motor vehicle accident reports submitted by Patrol members into the STARS; corrects and/or researches any system edit errors; verifies vehicle information via the Missouri Uniform Law Enforcement System (MULES); deletes duplicate crash reports/data from STARS as necessary.

Follows up on overdue accident reconstruction reports needing to be submitted by investigating officers, as necessary and per prescribed Patrol General Orders.

Scans accident reports into the Document Imaging System; assists with troubleshooting equipment malfunctions (e.g., division copiers, microfilm machines, scanners, etc.).

Assists with answering incoming calls to the Accident Record Sections of the Traffic Division.

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Provides guidance to troop personnel with questions and technical issues relating to the classification of motor vehicle accidents and the completion of the Missouri Uniform Accident Report.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the STARS Motor Vehicle Accident/Classification.

Extensive knowledge of the National Safety Council's publication *Manual on Classification of Motor Vehicle Traffic Accidents, ANSI-D.16*.

Extensive knowledge of the STARS encoding requirements and quality control measures, various STARS-related codes, and the flow of crash reports/data to the STARS.

Working knowledge of the duties of personnel assigned to the Patrol Accident Records Section.

Working knowledge of the Missouri Uniform Accident Report reporting requirements.

Working knowledge of State laws and Patrol policies and procedures relating to accident reporting.

Knowledge of modern office procedures and practices.

Ability to complete quality control on data received and entered into databases.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to establish and maintain records and files (electronic and hardcopy).

Ability to work independently with little supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to follow and understand oral and written instruction.

Ability to handle restricted and confidential information and maintain the information as such.

Ability to operate basic office equipment (e.g., PC, typewriter, telephone, copy machine, microfilm processor, scanner, and calculator).

Ability to travel to conduct Patrol business as needed.

Ability to establish and maintain harmonious working relationships with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Possess the skill to type 40 words per minute with ten (10) errors or less.

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### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited high school or possess a GED.

Five years responsible clerical experience with the Patrol, at the level of Clerk Typist III, Quality Control Clerk III, Clerk III, or Data Entry III and working knowledge of STARS and traffic accident classification.

### NECESSARY SPECIAL REQUIREMENTS

Completion of the STARS Motor Vehicle Accident/Classification training.

Completion of the Patrol's MULES Certification training.